

Laptops are issued for learning purposes, only.

You are responsible to understand the guidelines in the District’s Acceptable Use Policy. The information below will help to clarify specifics of those guidelines, so you can use your laptop appropriately.

Every time you use your district laptop, ask: “Is this for school work and learning?”

If you choose to violate the District’s AUP, ICS teachers and staff will remind you of your responsibilities. To help you use your laptop appropriately, please review the distinctions below:

Minor technology violations:	<u>You should:</u>
<ul style="list-style-type: none">• Not having laptop at school/in class (<i>including leaving at home or behind in classroom, etc.</i>)• Computer not charged• Behaviors that risk damage to laptop (<i>piling books on top, carrying by screen, knocking off table, eating/drinking near, etc.</i>)• Using laptop in a way that distracts self/others from assigned task• Lending/use of another's laptop• Printer misuse (<i>excessive printing, printing without permission</i>)	<ul style="list-style-type: none">➤ Have your laptop always with you➤ Charge your laptop fully every night➤ Keep your laptop where it cannot be damaged; treat it like the expensive tool for learning that it is➤ Only use your laptop for learning purposes, and only for the task assigned➤ Use only your laptop, and don't let others use your laptop➤ Know how to use printers effectively and efficiently
Major technology violations:	<u>So you should:</u>
<ul style="list-style-type: none">• Use of the laptop for personal entertainment, network disruption, bullying/harassment, illegal or indecent use, or other violations outlined in the LWSD AUP (<i>examples: accessing facebook, bypassing filters, taking personal pictures with webcam, gaming, etc.</i>)• Download/file sharing of unauthorized materials (<i>i.e. Google Chrome</i>) violates security of network and disrupts learning.• Deliberate damage to or neglect of laptop	<ul style="list-style-type: none">➤ Only use your laptop for learning purposes, and only for the task assigned➤ Only use your laptop for learning purposes➤ Only use your laptop for learning purposes!

If you still choose to violate the District’s AUP, ICS teachers and staff will have to issue appropriate consequences, which may include:

- Warning & re-teaching of guidelines
- Parent communication
- Consequences issued by administration

Consequences will be progressive for minor violations (increase with repeat violations of any kind), and immediately be handled by administration for major violations.